STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

Vanessa McCoy
Independence Township Parks and Recreation
6483 Waldon Center Dr.
Clarkston, MI 48347

5/26/2026

RE: License #: CD630288232
Investigation #: 2026C0434007
Clintonwood Camp
6000 Clarkston Rd.
Clarkston, MI 48348

Dear Vanessa McCoy

Attached is the Special Investigation Report for the above-mentioned facility. Due to the violations identified in the report, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- Signed and dated corrective action plan.

If you desire technical assistance in addressing these issues, please feel free to contact me. In any event, the corrective action plan is due within 15 days. Failure to submit an acceptable corrective action plan will result in disciplinary action.

Please review the enclosed documentation for accuracy and contact me with any questions. If I am not available and you need to speak to someone immediately, please contact the Camp Licensing Unit at 833-665-8116.

Sincerely,

James Vanden Heuvel

James Vanden Heuvel, Lead Licensing Consultant
Camp Licensing Unit
105 W. Allegan St. 2nd Floor
Lansing, MI 48909
616-901-3730

**MICHIGAN DEPARTMENT OF**
**LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL**
**CAMP LICENSING UNIT**
**SPECIAL INVESTIGATION REPORT**

## I. IDENTIFYING INFORMATION

| | |
|---|---|
| **License #:** | CD630288232 |
| | |
| **Investigation #:** | 2026C0434007 |
| | |
| **Complaint Receipt Date:** | 4/17/2026 |
| | |
| **Investigation Initiation Date:** | 4/17/2026 |
| | |
| **Report Due Date:** | 6/17/2026 |
| | |
| **Licensee Name:** | Independence Township Parks and Recreation |
| | |
| **Licensee Address:** | 6483 Waldon Center Dr.<br>Clarkston, MI 48347 |
| | |
| **Licensee Telephone #:** | (248) 625-8223 |
| | |
| **Administrator:** | Vanessa McCoy |
| | |
| **Name of Camp:** | Clintonwood Camp |
| | |
| **Camp Address:** | 6000 Clarkston Rd.<br>Clarkston, MI 48348 |
| | |
| **Camp Telephone #:** | 248-625-8223 |
| | |
| **License Status:** | Regular |
| | |
| **Effective Date:** | 9/24/2025 |
| | |
| **Expiration Date:** | 9/23/2027 |
| | |
| **Capacity:** | 150 |
| | |
| **Camp License Type:** | Children's Day Camp |

## II. ALLEGATION(S)

| | **Violation Established**? |
|---|---|
| The camp did not determine the suitability of a staff member. | Yes |
| Additional Findings | Yes |

## III. METHODOLOGY

| | |
|---|---|
| 04/17/2026 | Special Investigation Intake Received #210299 |
| 04/17/2026 | Special Investigation Initiated-Letter |
| 04/20/2026 | Contact-Telephone Call Made |
| 04/21/2026 | Contact-Face to Face/ Forensic Interview |
| 04/24/2026 | Contact-Telephone Call Received |
| 04/27/2026 | Contact-Telephone Call Received |
| 05/05/2026 | Inspection Completed-Onsite with CPS-MIC |
| 05/12/2026 | Contact-Face to Face-CPS-MIC Pre-disposition |
| 05/12/2026 | Contact-Document Received-Law Enforcement Report |
| 05/14/2026 | Contact-Document Received-CPS/MIC report |
| 05/19/2026 | Contact-Face to Face |
| 05/19/2026 | Inspection Completed- Sub-Compliance |
| 05/21/2026 | Exit Conference by video conference with Vanessa McCoy. |
| 05/26/2026 | Corrective Action Plan requested and due by 06/10/2026 |

## IV. INVESTIGATION AND FINDINGS

**ALLEGATION:**

**The camp did not determine the suitability of a staff member.**

**INVESTIGATION:**

On 4/17/2026, the department received an email from Michigan Department of Health and Human Services (MDHHS) Child Protective Services Maltreatment in Care unit (CPS-MIC) worker advising of an open investigation of sexual abuse by Staff Member 1 (SM1) against Camper A. The notice included coordinating information with the Oakland County Law Enforcement (LE). The complaint allegations read "*four years ago, SM1 touched Camper A inappropriately on multiple occasions and made inappropriate sexual comments to Camper A. SM1 threatened Camper A in an unspecified manner if they told anyone about their actions."*

In 4/21/2026, I observed Camper A's forensic interview with CPS-MIC worker, Oakland County detective at Oakland County children's assessment center through live audio feed and glass mirrored window. Camper A was interviewed by assessment center trained interviewer with forensic protocol followed. Camper A

reported attending the camp in 2022 and 2023 where a male counselor at the camp made Camper A feel uncomfortable. Camper A stated it was not sexually uncomfortable. Camper A was not willing to provide SM1's name and used an alias to refer to SM1. SM1 did not supervise Camper A's group but worked at the camp during 2022 and 2023. There were four described interactions between Camper A and SM1. The first interaction occurred with friends talking about a Netflix character involving sex, SM1 made a statement while walking behind the campers, "I can do anything Steve can do for free." Camper A was not sure who the statement was directed towards. A second interaction occurred in 2022 during a carnival event, SM1 pulled Camper A into a staff bathroom and looked at Camper A. There were no reports of anything else happening. Camper A stated it lasted for approximately 5 minutes and no words were exchanged. A third interaction occurred in July of 2023, were SM1 took Camper A into the staff bathroom and stated, "It's all handled". Camper A did not know what that statement meant. In the staff bathroom, there were no words exchanged or clothing removed. SM1 petted Camper A's hair and rubbed both Camper A's arms with fingertips. The final incident occurred during the end of camp yearbook signing. SM1 made a statement to Camper A while giving a side hug and said, "if you told anyone, it would be worse for you."

On 4/24/2026, I received a phone call message from Oakland County detective with confirmed identity of SM1 and that SM1 is no longer working at the children's camp.

On 4/27/2026, I received a phone call from CPS-MIC worker advising that LE will not be pursuing criminal charges on SM1. CPS-MIC worker and I coordinated an onsite inspection at the Independence Township offices for 5/5/2026.

On 5/5/2026, I conducted an interview with Independence Township recreational coordinator, Vanessa McCoy and recreation director, Lisa Christensen along with CPS-MIC worker. Ms. McCoy stated she has only been employed with the township for approximately 6 months. Ms. Christensen has been employed with the township for the last 20 years. Ms. Christensen stated SM1 was employed at the camp as a camp director in 2022 and 2023 and worked at the camp for several years prior to 2022. In 2024 and 2025, SM1 had different roles with the township that did not include children's camp. Ms. Christensen stated staff records were archived. They would coordinate with the human resource department for a time when I could review employee files.

Ms. McCoy described the staffing structure at the camp. The camp leadership structure includes a camp director, supervisor, assistant supervisor, and four counselors assigned to each group. The different roles have job descriptions. I reviewed the job descriptions for the role of camp director. The document revealed the camp director reports to the "recreation coordinator" and "is least 21 years of age, experience in working with children, experience in working administration, and enthusiastic and dependable." The role had specific responsibilities of "supervising all Clintonwood Camps and Bay Court Camps" and "daily site checks, to ensure camps are on task and daily calendars are followed." The responsibilities also

include "*screen staff before hire as to character, health, experience, ability, education and keep staff records (in writing) acquired before camp that include: name, documentation of CPR and First Aid certification, prior work history relevant to the position held, three positive references obtained ahead of time by persons not related; Independence Township Parks and Recreation personnel are allowed to be references for candidates, statements of any prior criminal convictions other than traffic violations."* The job description did not explicitly describe the responsibilities of adequately supervising staff and campers ensuring health, safety, and welfare is maintained.

I reviewed the job description titled, "Assistant Director". The job description identifies the position qualifications "*to be at least 21 years of age, ability to work with children to grow in character, experiences & insights, and have extensive knowledge of day camp programs and planning. Minimum 8 weeks' full-time experience working with elementary-aged children. Minimum 4 weeks full time administrative experience in an organized camp*." The responsibilities include among others: "daily site checks, to ensure camps are on task and daily calendars are being followed., supervise LIT's daily (professionalism, personal conduct, camper interactions) Handle any issue/conflict concerning LIT's". The job description did not explicitly describe the responsibilities of adequately supervising staff and campers ensuring health and safety is maintained.

I reviewed the job description titled "Day Camp Supervisor". The job description identifies the position reports to the "Day Camp Director" and lists qualifications of: "*at least 18 years of age, experience in working with children, ability to work outdoors comfortably, and enthusiastic and dependable*." The responsibilities include: "*required to follow and enforce all health and safety protocols and procedures, required to be aware of proper emergency procedures and severe weather protocol, please refer to the employee handbook for detailed procedures*." The job description did not explicitly describe the responsibilities of adequately supervising staff and campers ensuring health, safety, and welfare is maintained.

I reviewed the job description titled "Day Camp Counselor". The job qualifications list the person "must be 18 years of age, have a general understanding of the goals and objectives of day camp, ability to work with children to grow in character, experiences & insights, and have a winning way with campers." The responsibilities listed include among other things "responsible for a group of children during the entire day, including lunch" and "responsible for following all health & safety protocols and procedures". The job description did not explicitly describe the responsibilities of adequately supervising campers ensuring health, safety, and welfare is maintained.

Ms. McCoy provided a document checklist that is being used in 2026 for new staff and to ensure required materials are collected. I reviewed a document titled "Summer Day Camp 2026 Required Paperwork Checklist". The checklist includes resume/application, interview questionnaire, signed job description, staff health

sheet, positive reference form, central registry clearance (21+years only), concussion certificate, CPR/First Aid Certificate, ITPRS Handbook form, Camp Handbook Form, Training Agreement, and uniform order form." I advised that criminal history check was not listed on the form. Ms. McCoy acknowledged that should be added.

I reviewed a copy of the "supervision" policy from the staff handbook. It reads that the "as the camp counselor, you are responsible for the safety and well-being of the children who are attending camp. It is extremely important to remember the following when supervising children: "Maintain the following staff to child ratio: Grades 1-5 (1:10) and Grades 6-8 (1:14)." The policy also reads, "*If a child has to use the restroom, a staff member and AT LEAST one other camper MUST accompany you to the bathroom.*" The camp administration could not provide records of a detailed staffing plan for the 2022 or 2023 season.

I reviewed a document titled, "Staff Information Sheet for 2022" for SM1. The document included contact and health information. Attached to the information sheet was evaluation narratives from staff about SM1 during 2022. The staff feedback included statements about positive interactions with staff, organized, and supportive. There were statements about not being present at the camp as often as desired. Ms. Christiansen stated the staff feedback is collected at the end of the summer and gives information that is considered for hiring decisions based on how the people performed in the past summer.

On 5/12/2026, I reviewed a copy of the Oakland County Sheriff's Department Report #260082519. The report identified case status as closed and prosecution declined.

On 5/14/2026, I reviewed a copy of the MDHHS CPS-MIC report. The report found no preponderance of evidence for sexual abuse. The case disposition was closed.

On 5/19/2026, I reviewed the staff records by video conference with the Independence Township human resources manager (HR manager). HR manager explained the process used for seasonal staff hiring which includes camp staff members. The process includes initial interviews of applicants by the recreation coordinator and/or camp director. Once the recreation coordinator or camp director determines to hire a person, they send a "hire request form" to the human resource department who then processes the applicant by completing a criminal background check through a vendor called NCIS. HR manager stated staff members under the age of 18 receive an ICHAT criminal history check. HR manager stated the staff do not get a central registry check completed and they do not collect three statements of positive reference in either the online BS&A application system or in supplemental material. HR manager provided access to SM1 employee file. The file did not have any disciplinary records, central registry clearance, or three statements of positive reference. Additional staff files were reviewed for summer staff in 2022, 2023, 2024, and 2025. The staff files included staff 21 and older. The records reviewed did not

include central registry clearances or three statements of positive reference. The records did include a criminal history check for each file reviewed.

| APPLICABLE RULE | |
|---|---|
| **R400.11109** | **Staff** |
| | **(7) A camp shall maintain a personnel record, collected before initial assignment, for each staff member, except medical professionals whose employing organization subcontracts with the camp to provide medical services and that already requires clearances and maintains a personnel file containing all required documentation and that may be reviewed at the employer's site. The record shall include all of the following information:**<br>**(d)Three statements of positive reference that are obtained before staff assignment and that are from persons unrelated to the staff member.**<br>**(f) Documentation from the Michigan Department of Human Services, the equivalent state or Canadian provincial agency, or equivalent agency in the country where the person usually resides, that any staff person age 21 or over has not been determined to be a perpetrator of child abuse or child neglect.** |
| **ANALYSIS:** | Interviews and records reveal the camp did not collect the required staff records prior to initial assignment. The camp did not have three statements of positive reference for each staff member, and the camp did not collect central registry clearances for individuals 21 and older. |
| **CONCLUSION:** | **VIOLATION ESTABLISHED** |

**ADDITIONAL FINDINGS**

I interviewed Ms. McCoy and Ms. Christiansen about their roles with the licensee. Ms. McCoy stated she moved from her previous job at a different licensee organization to join the Independence Township Parks and Recreation as the recreational coordinator and assumed the fingerprint from the previous licensee would have transferred to the new organization's license. I advised that new livescan fingerprinting is required when persons change licensed organizations. Ms. McCoy stated the previous affiliated persons are no longer with the organization.

I reviewed the Bureau Information and Tracking System (BITS) facility for the licensee Independence Township Parks and Recreation. The licensing record did

not include Vanessa McCoy as an affiliated person. In addition, the licensing record did not include Lisa Christiansen as an affiliated person.

| **APPLICABLE STATUTE** | |
|---|---|
| **MCL 722.115c** | **Applicant for child care organization license; criminal history check and criminal records check; requirements; fee; renewal.** |
| | **(1) Except as provided in subsection (6), when a person or an applicant that is a legal entity, trust, or local or state government applies for a license for a child care organization under section 5, the department shall request the department of state police to perform a criminal history check on the person, licensee designee, chief administrator, and program director of the child care organization as applicable.** |
| **ANALYSIS:** | A licensing record search revealed Ms. McCoy nor Ms. Christiansen have a livescan fingerprint on file with the department affiliated with the Independence Township Parks and Recreation as required by this statute. |
| **CONCLUSION:** | **VIOLATION ESTABLISHED** |

On 5/21/2026, I conducted an exit conference with Ms. McCoy and Ms. Christiansen by video conference. I reviewed the findings of this report. Ms. McCoy stated they will provide a corrective action plan within the timelines.

## V. RECOMMENDATION

Upon submission of an acceptable written corrective action plan, I recommend no change in licensing status.

James VandenHeuvel 5/19/2026

James VandenHeuvel Date
Lead Licensing Consultant

Approved By:

D. S. Ramsey 05/19/2026

Deondra Ramsey, Manager Date
Out-of-School Time Learning and Camp Licensing